



<b>Document control table</b>	
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This is an OA central template, which should be reviewed at a local level and updated accordingly – with the local version returned to OA central for filing.	

### **Introduction**

This policy statement aims to set out the Olive Academies Multi-Academy Trust (MAT) for managing the access of education and training providers to students for the purpose of giving them information about their offer.

It sets out:

- Procedures in relation to requests for access
- The grounds for granting and refusing requests for access
- Details of premises or facilities to be provided to a person who is given access

This complies with the trust's legal obligations under Section 42B of the Education Act 1997.

### **Student entitlement**

Students in KS2 – KS4 are entitled to:

- find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point.
- hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options evenings, assemblies and group discussions and taster events.
- understand how to make applications for the full range of academic and technical courses.

### **Management of provider access requests – Olive AP Academy – Suffolk**

#### **Procedure**

A provider wishing to request access should contact Judy Lewis, Pastoral Manager, Telephone: 01449 613931; Email: [info.suffolk@oliveacademies.org.uk](mailto:info.suffolk@oliveacademies.org.uk)

## Reasons for declining requests

The academy reserves the right to decline requests for a number of reasons, including (but not restricted to) the following:

- if such attendance would provide an imbalanced view of available provision (e.g. several apprenticeship providers at an event and no colleges)
- if the provider's input would not be relevant to a particular event
- if the request is not timely (e.g. students have already heard from similar providers during the year, or if they are involved in end of year exams)
- if the information is not seen to be in the best interest of pupils (e.g. if the provider is promoting a 'hard-sell' of their provision, rather than enabling students to make an informed decision; or there are concerns about the ethics or quality of the provision).

In such cases, the Careers Leader (who supports the delivery of impartial Careers Education, Information, Advice and Guidance [CEIAG] across the academy) would inform the provider of this decision and the reason why. If the provider wishes to appeal this decision, they can contact the headteacher at the academy. If the provider wishes to appeal the decision received, they should contact the CEO of the trust.

## Opportunities for access

A number of events, integrated into the academy careers programme, will offer providers an opportunity to come into the academy to speak to pupils and/or their parents:

	Autumn Term	Spring Term	Summer Term
<b>KS2</b>	Encounters with employers/employees	Encounters with employers/employees	Encounters with employers/employees
<b>KS3</b>	Life skills – assembly and tutor group opportunities	Life Skills – work experience preparation sessions	Collapsed Curriculum Day – Careers (June)
<b>Year 10</b>	Life Skills – work experience preparation sessions	Life Skills – work experience preparation sessions	Collapsed Curriculum Day – Careers (June)
<b>Year 11</b>	Life Skills – assembly on opportunities at 16	Post 16 evening Post 16 taster sessions	Collapsed Curriculum Day – Careers (June)

Please speak to our Judy Lewis to identify the most suitable opportunity for you.

The academy policy on safeguarding ([apsuffolk.oliveacademies.org.uk/safeguarding-e-safety/](https://apsuffolk.oliveacademies.org.uk/safeguarding-e-safety/)) sets out the academy's approach to allowing providers into the academy as visitors to talk to our students.

## Premises and facilities

The academy will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The academy will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the headteacher or careers leader as directed. Providers are welcome to leave a copy of their prospectus or other relevant course literature at the academy for sharing with students at other times.